



Department of Planning and Zoning
225 S Emerson Avenue
Greenwood, IN 46143
(317) 881-8698
(317) 887-5616 fax

INSPECTION CHECKLIST MULTI-FAMILY

FOOTING

1. Trench bottom level
2. Trench bottom firm
3. Trench width and depth of footing
4. Depth of footing below finished grade
5. Check layout on lot (sight only, no survey)
6. Elevation of building floor in relation to adjoining lots and drainage ways
7. Reinforcing installed with proper clearance

SLAB

1. Proper material for plumbing
2. Proper material for HVAC
3. Plumbing & HVAC piping supported proper
4. Slab insulated proper

*FRAMING ROUGH-IN

1. Proper material stamps for all lumber, decking, etc.
2. Manufactured trusses, properly stamped
3. Span of all joist
4. Span of all rafters
5. Metal plates protecting plumbing & electrical wiring
6. Fire stopping
7. Joist & girder overlap 3" minimum
8. Notching & drilling of all framing
9. Framing properly braced
10. Draft walls installed
11. Firewalls installed
12. Sprinkler system installed proper

*PLUMBING ROUGH-IN

1. Proper material for venting, water & waste lines
2. Proper venting of all fixtures
3. Clean outs at proper location
4. Traps at all required fixtures
5. Drainage system supported properly

*ELECTRIC ROUGH-IN

1. Junction boxes used for all wire splices
2. Bathroom exhaust fan connected to exterior
3. Wiring in conduit



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***MECHANICAL ROUGH-IN**

1. Appliance clearance from combustible material
2. Appliance access
3. Proper amount of combustion air
4. Vent termination
5. Ducts supported proper
6. Ducts joints and seams

FINAL INSPECTION

1. Lighting fixtures wired in and completed
2. Covers installed on all outlets and switches
3. Access to crawl space 18" or 24"
4. Crawl space vented proper
5. Crawl space cleaned of all debris
6. Electrical grounded proper
7. Attic ventilated proper
8. Gas appliance shut off valves
9. Comfort cooling condensate drain installed proper
10. Hot water relief piping installed
11. Sump pump drains to storm drainage system (Sump pump must not discharge into sanitary sewer)
12. Exit lights installed
13. Emergency lights installed
14. Lot graded proper

*All rough-ins to be inspected at the same time.